



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

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## Grants Management Enterprise Training – Focusing on “Completion Report”

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This workshop is intended to provide a hands-on training of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will mainly focus on Completion Reports, as well as Current Business Rules related to Completion Reports and Completion Report Process.

The targeted audience for this presentation is individuals who already have access to secure Grants Management System and are somewhat familiar with the GME system. The workshop will be held in computer labs and participants will have access to the ADE Grants Management Enterprise training website.

The last hour of the presentation is optional for participants to work on their completion reports through secure Grants Management Enterprise (GME) system. The personnel from the Grants Management Unit will be there to assist and answer any questions during this time.

### Topics:

- Things to remember before starting your completion report
  - Overview of current GME business guideline : Completion Report
  - Dealing with Return of funds, Carry-Over of Funds, Interest
  - Overview of Fund Carry-Over Matrix FY 05 through FY 07
  - Completion Report System Holds: Their Meanings and Remedy
- Step-by-Step hands-on training for on-line Completion Reports
  - How to create and submit on-line Completion Reports
- Things Not to do when you submit a completion report
  - Top 10 reasons ADE rejects a completion report

### Requirements and information for workshop participants:

- Participants should be those who have access to secure GME system through Common Logon
- Pre-registration is required – participants can register by completing a Request for Training Form located at [https://www.ade.az.gov/gme/Additional\\_Information/memo.asp](https://www.ade.az.gov/gme/Additional_Information/memo.asp) and email it to [grants@azed.gov](mailto:grants@azed.gov)
- Each session will run approximately 2 hours with optional open session
- Each session is limited to 10 participants.

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

### Workshop Dates and Locations:

Charter Schools	ADE – Room B2 1535 West Jefferson Street	Wednesday, August 22, 2007 9:00 AM – 12:00 PM
Districts	ADE – Room B2 1535 West Jefferson Street	Tuesday, August 28, 2007 9:00 AM – 12:00 PM
Charter Schools	ADE – Room B2 1535 West Jefferson Street	Tuesday, September 25, 2007 9:00 AM – 12:00 PM
Districts	ADE – Room B2 1535 West Jefferson Street	Friday, September 28, 2007 9:00 AM – 12:00 PM